

ERVIN and ASSOCIATES

INCORPORATED

April 21, 1997

FE-185201

Ms. Ann Aldrich
U.S. Department of HUD
Executive Secretariat
Room 10139
451 Seventh Street, SW
Washington, D.C. 20410

Via Facsimile to (202) 619-8365

Re: Freedom of Information Act Request
Goal 10 of HUD Headquarters

Dear Ms. Aldrich:

RECEIVED
APR 22 9 09 AM '97
EXECUTIVE SECRETARIAT

In a Multifamily Conference Call headed by Bill Hill on November 19, 1996, the fifth item discussed was "Goal 10" which was a data cleanup goal. In the conference call, Bill Hill indicated that new information will be issued after January, 1997, that new software will be distributed for FO-MNS, and there may be a contractor hired to do "leg work" on Goal 10.

Under the provisions of the Freedom of Information Act, please provide us with the following documentation regarding Goal 10:

- Any correspondence from Headquarters to Field Offices;
- Any correspondence from Field Offices to Headquarters;
- Any documentation or correspondence between Headquarters personnel;
- Any Contracts, Task Orders, RFPs, Contract Modifications, Task Order Modifications, or Purchase Orders, or any other documentation regarding contracting out work; and
- A copy of the FO-MNS loading software.

Ervin and Associates agrees to pay up to \$50 for the processing of this request. If the anticipated fees are to exceed \$50, please call me before processing the request so I may have an opportunity to alter or cancel the request. I can be reached at (301) 469-3422.

Very truly yours,
ERVIN and ASSOCIATES, INCORPORATED

David J. Ervin